**Title**

The procedure shall be called the Standard Operating Procedure (SOP) for procuring any kind of Goods, Works & Services as per the PRR 2019, herein referred to as the SOP of Bumthang Dzongkhag.

**Rationale**

This SOP is being adopted as an administrative coordination mechanism, for implementing any kind of Goods, Works & Services within or outside the approved budget.

**Objectives**

1. To make clear roles and responsibilities of every individuals while implementing any procurement related activities.
2. To make fully responsible for driving the implementation any procurement related activities to achieve the outcome.
3. To enhance efficiency and effectiveness of public service delivery.

**Effective Date**

This SOP shall come into effect from **1st July 2019**.

**Sector Head’s Role**

The roles of the concern sector head is to disseminate this SOP to their subordinate for strict implementing as it will clearly determine what roles to be shouldered by every individuals while implementing any activities.

* Discuss with Dzongkhag Engineer to prepare estimates for budget proposal in case of work.
* To prepare annual budget proposal in line with 12th Five Year plan as per the budget call notification.
* To prepare Annual Procurement Plan for every activities as per the approved budget estimates.
* To confirm budget availability and seek Administrative Approval from the head of the agency in case of work.
* To inform procurement unit to call for the tender.
* To act as Dzongkhag Tender Committee member.
* To address any issue related to works, goods and services to the Dzongkhag Tender Committee.
* To timely manage budget and make it available for the project/activities to complete on time.
* To monitor the physical progress of the work with the site engineer whenever required.

**Engineer’s Role**

* To prepare estimates and drawing as per the approved budget.
* To seek the concern sector’s consent related to the submitted drawings and estimate.
* To prepare and upload e-bidding documents as per the planned budget, as well as ad hoc capital activities in the e-GP system as per the approved technical sanction by the competent authority.
* To disseminate the requirement of additional work to the concern sector head.
* To monitor the work and submit the progress report to the head of the agency and relevant sectors as per the work plan approved by Dzongkhag Engineer.
* To jointly verify the arithmetical calculation of the bills with the finance section whenever required.
* To act as e-tool focal person.
* To attend as evaluation committee member to evaluate the bid.

**Procurement’s Role**

* To serve as member secretary to the Dzongkhag Tender Committee and draw up the minutes of the meetings and its distribution.
* To arrange meetings for any kind of procurement related issues in close coordination with committee chairperson.
* To advise the committee on the interpretations of Procurement rules and regulations and its related documents.
* To act as e-GP focal person.

**Finance Role**

* To Act as Tender Committee Member.
* To submit the financial progress report as and whenever required by any sector.
* To make budget available upon the consent from the concerned sector head.
* To check the bills and disburse the payment to the contractor as per the existing FRR.
* To monitor the work progress with the site engineer whenever required.

**Tender Committee’s Role**

* To monitor all the work progress.
* To function as first tier grievance redressal body for complaints related to pre-award stage of procurement.
* To function as first tire dispute resolution body for any contractual disputes before referring the case to adjudication or arbitration.
* To review and approve quantity deviations, variations and changes during contract implementation.
* To ensure and work within the procurement threshold and procedures specified in PRR in carrying out their responsibilities for procurement of goods, works or services.
* DTC decision will be final and binding as per the prescribed existing rules.

**WORK FLOW CHART**

**Prepare Drawing & Estimate**

*[The Engineering Section shall prepare drawing & estimate for capital activities latest by January]*

 **Prepare Annual Procurement Plan (APP)**

*[To be prepared by Authorized User of the various Sectors after an approval of Budget Estimate for both Current & Capital activities within 21 days]*

**Call for Notice Invitation for Tender**

*[Float online tender in the e-GP system within 30 days]*

**Receive of Bids**

 *[Bidders shall submit the bids with 30 days from the publication of tender]*

 **Evaluation of Bids**

*[The tender evaluation committee shall evaluate the bids within 14 working days or more depending upon the workload]*

**Award of Work/Goods/ Services**

*[The Dzongkhag Tender Committee shall award the work base on evaluated bid within 3 days]*

**Execution of Work/Goods/Services**

 *[The bidder shall execute the work within the given time frame as per the specified contract duration]*

**Monitoring of Work/Goods/Services**

 *[The responsible officials shall monitor the activities as per work plan prepared by concern sectors]*

**Payment of Bills**

*[The bills duly verified by concern engineers along with proper entries shall be submitted to Dzongkhag Finance Section for payment with 7-14 working days]*

**Progress Report**

*[The concern engineers shall submit physical report and finance section shall provide financial progress in quarterly, semi-annually and annually to Head of the Agency whenever required]*

**Handing Taking**

*[DTC shall take over the work in presence of 2/3rd quorum upon duly verification of the site in accordance to the design and specification set out in bidding document and handover to the concerned sector/end user as per the designed checklist]*

**BUDGET CYCLE FLOW CHART**

**Receive Budget Call Notification from DNB**

*[The Department of National Budget shall notify budget notification to all the Government Budgetary Agencies in the month of January]*

**Review & Discussion at Dzongkhag Level**

*[The Planning & Finance Services shall coordinate for Budget review meeting with Gewog Gups & relevant Sectors in 1st Week of February]*

**Budget Proposal Discussion & Endorsement by Dzongkhag Tshogdu**

*[The relevant sectors and Gewog Gups shall discuss on budget proposal by Dzongkhag Tshogdu by 3rd Week of February]*

**Budget Proposal Submission to MoF**

*[Push the Budget Proposal vie MYRB by Finance Section towards end of February]*

**Budget Notification by MoF**

*[Receive budget notification from the MoF approved by the parliament towards end of June]*

 **Dzongkhag Tshogdu Approval**

*[To be endorse & approve during summer session Dzongkhag Tshogdu to implement the plan activities from the mid July]*

**Budget Execution**

*[Call for Invitation of Tender for approved activities endorsed by Dzongkhag Tshogdu]*

**PROCUREMENT OF WORKS**

**(Workflow & TAT)**

**PROJECT INFORMATION:**

|  |  |
| --- | --- |
| Name of work/Project: |  |
| Estimated Amount (Nu.): |  | Class & Category: |  |  |
| Date of sale: | From |  | To |  | Tender ID |
| Date of Opening: |  | Time of opening |  |  |
| Sector: |  |

**STAGE-1: AAP & tender preparation: (TAT- within 5 days from accord of TS)**

|  |  |
| --- | --- |
| **Information** | **Documents** |
| AU: |  | 1 | AFS |  |
| TOC Members: |  | Chairperson | 2 | TS |  |
|  | Member | 3 | AFB/NIT |  |
| TEC members: |  | Chairperson | 4 |  |  |
|  | Member | 5 |  |  |
|  | Member | 6 |  |  |
|  | Member | 7 |  |  |
|  | Member | 8 |  |  |

**Justification for delay (If any)**

|  |
| --- |
|  |

**Handed over by: Received by:**

Dated Signature: Dated Signature:

Name: Name:

Designation: Authorized User (AU) Designation: Chairperson (TOC)

**STAGE-2: Bid Opening: (TAT- within 2 days from date of opening)**

|  |  |
| --- | --- |
| **Information** | **Documents** |
| Actual date of Opening: |  | 1 | Bid opening record |  |
| No. of bidders participated: |   | 2 | Individual bidders BoQ & supporting documents |  |

**Justification for delay (If any)**

|  |
| --- |
|  |

**Handed over by: Received by:**

Dated Signature: Dated Signature:

Name: Name:

Designation: Chairperson (TOC) Designation: Chairperson (TEC)

**STAGE-3: Bid Evaluation: (TAT- within 3 days for small works & 5 days for medium & Large works)**

|  |  |
| --- | --- |
| **Task** | **Documents** |
| Arithmetical checks | 1 | E-tool report |  |
| Technical & Financial capability checks | 2 | Evaluation report |  |
| Preparation of evaluation report | 3 |  |  |

**Justification for delay (If any)**

|  |
| --- |
|  |

**Coordinated by:**

Dated Signature:

Name:

Designation: Chairperson (TEC)

**STAGE-4: Tender award: (TAT- within 3 days)**

|  |  |
| --- | --- |
| **Task** | **Documents** |
| Presentation to TAC | 1 | Minutes of meeting/decision |  |
| Preparation of minutes of meeting/decision | 2 | Evaluation report |  |

**Justification for delay (If any)**

|  |
| --- |
|  |

**Coordinated by:**

Dated Signature: Dated Signature:

Name: Name:

Designation: Chairperson (TEC) Designation: Member Secretary (DTC)

**STAGE-5: Letter of Intent (LoI): (TAT- within 2 days from the date of award)**

|  |  |
| --- | --- |
| **Task** | **Documents** |
| Receive/respond/apprise grievances to DTC (if any) | 1 | Ref. No. & date |  |
| Issue letter of intent | 2 | Ref. No. & date |  |

**Justification for delay (If any)**

|  |
| --- |
|  |

**Handed over by: Received by:**

Dated Signature: Dated Signature:

Name: Name:

Designation: Chairperson (TEC) Designation: Authorized User (AU)

**STAGE-6: Notification of Award (NoA): (TAT- within 14 days from expiry of LoI)**

|  |  |
| --- | --- |
| **Task** | **Documents** |
| Issue Notification of Award | 1 | Ref. No. & date |  |
| Signing of Contract | 2 | Ref. No. & date |  |
| Issue Letter of acceptance | 3 | Ref. No. & Date |  |

**Justification for delay (If any)**

|  |
| --- |
|  |

**Compiled by: Verified by:**

Dated Signature: Dated Signature:

Name: Name:

Designation: Authorized User (AU) Designation: Chairman (DTC)

**Abbreviations:**

IFB -Invitation for Bids NIT - Notice Inviting Tender

AFS -Administrative & Financial Sanction TS -Technical Sanction

APP -Annual Procurement Plan TOC -Tender opening Committee

TEC -Tender Evaluation Committee AU -Authorized User

BoQ -Bill of Quantity TAC -Tender Awarding Committee

LoI -Letter of Award DTC - Dzongkhag Tender Committee

NoA -Notification of Award TAT -Turn Around Time

**Note:**

For various Tender Committee, please Refer Officer Order No. JKD/Pro-09/2019-2020/905 dated 17th September 2019 issued from Dzongkhag Procurement Section.